System Training and Response (STaR) Team - Introduction to Grants Management Enterprise

Introduction to the Grants Management Enterprise System

This workshop is intended to provide a basic overview of the web-based Grants Management Enterprise (GME) system to individuals from Local Education Agencies (LEAs). The presentation will include an introduction to the GME system, as well as a demonstration of how to create new grant applications, amendments to existing applications, cash management reports, and completion reports. The targeted audience for this presentation is individuals who are unfamiliar with and/or new to the GME system. The workshop will be held in computer labs and participants will have access to the ADE Grants Management Enterprise training website.

The last hour of the presentation is optional for participants and will be given by ADE Grants Management personnel. It will focus on the General Statement of Assurance, cash management reporting, completion reports, and will include time for questions and answers.

Topics:

- Layout of the GME website:
    ◊ Where to find answers to common questions
    ◊ Where to learn the basics that users need to know before submitting information
    ◊ How to navigate through the GME system
- Instruction detailing how to create and submit:
    ◊ A new grant application
    ◊ Amendments to current projects
    ◊ Monthly cash management reports
    ◊ Year-end completion reports
- Optional session with ADE Grants Management personnel

Requirements and information for workshop participants:

- Participants should be those who will be working in the GME system at their LEA
- Pre-registration is required - participants can register by visiting the ADE Calendar of Events located at: http://www.ade.az.gov/onlineregistration/calendar/RenderCalendar.asp
- Participants should download a copy of the Grants Management Enterprise Handbook, which can be found at: http://www.ade.az.gov/gme/Additional_Information/Add_Info_downloads/ Grants_Management_Handbook.pdf

Sessions will begin promptly at the specified time. Participants are asked to allow adequate time for travel, parking, and locating the classroom.

Workshop Dates and Locations:

Southern Arizona	Lee Instructional Resource Center Computer Lab 2025 E. Winsett St., Tucson	Monday, April 9, 2007 9:00 AM - 12:30 PM
Central Arizona	Arizona Department of Education, Room B2 1535 W. Jefferson St., Phoenix	Wednesday, April 11, 2007 9:00 AM - 12:30 PM
Northern Arizona	Flagstaff Unified District Computer Lab 3285 E. Sparrow Ave., Flagstaff	Friday, April 13, 2007 9:00 AM - 12:30 PM

For driving/parking directions, please click on Directions to STaR Team Workshop Locations at the STaR Team website.